

Display Working Times Report

QUICK REFERENCE GUIDE

Use this procedure to review CATS input for an employee or group of employees.

CATS_DA

Perform this procedure after time has been keyed into CATS and saved.

Prerequisites:

- Employee is active in KHRIS
- You must have access to the employee
- The employee must have data entered in CAT2



Enter the Transaction code (CATS_DA) in the command field

Click the green check

A screenshot of the 'Display Working Times' report selection screen. The title bar shows 'Display Working Times'. Below the title bar are icons for a clock, a person, a document, and a flag, followed by 'OrgStructure' and 'Search Help'. The 'Period' section has a 'Reporting Period' dropdown menu set to 'Current Month', which is circled in red. The 'Selection Criteria' section has a 'Personnel Number' field with the value '2114', which is circled in red. There are also fields for 'Employment Status', 'Company Code', and 'Cost Center', each with a yellow arrow button to its right. At the bottom, there is a section for 'Selection of Time Sheet'.

Select the period to run the report by selecting **Current Month** from the "Reporting Period" field. Other sections can be chosen in this example Current month was chosen.

Enter the **PERNR** in the "Personnel Number" field from the "Selection Criteria" section . You can enter more than one PERNR using the multiple selection button to the right of the field. You can run the report using other criteria if needed.

If you need to change the "Period" / "Selection Criteria" data please review the QRG **Change Selection Criteria**

Click the **Execute** button.

Results from the criteria selected above

Pers.No.	Date	Status	Σ Number	MU	A/A type
2114	12/14/2013		10	H	6ADL
	12/13/2013		7	H	6ADL
	12/12/2013		9	H	1REG
	12/11/2013		9.500	H	1REG
			1	H	6ADL
	12/10/2013		9.500	H	1REG
			3	H	6ADL
	12/09/2013		9.500	H	1REG
			2	H	6ADL
	12/07/2013		4	H	6ADL
	12/06/2013		10	H	6ADL
	12/05/2013		9	H	1REG
			3	H	6ADL
	12/04/2013		9.500	H	1REG
			5	H	6ADL
	12/03/2013		2.500	H	ANLL
			5	H	6ADL
			7	H	1REG
	12/02/2013		9.500	H	1REG
2114			■ 125	H	
			■ ■ 125	H	

EXTRA

Selection of Time Sheet	
Basic Data	
Task Type	<input type="text"/>
Task level	<input type="text"/>
Task component	<input type="text"/>
Activity Type	<input type="text"/>
Stat. key figure	<input type="text"/>
Att./Absence type	6adl

This report can be tailored to accommodate many needs. Using the "Selection of Time Sheet" section the results can be tailored to display only desired results. For example if the "Att./Absence type" field only contains **6ADL**, then only the 6ADL hours will be displayed for the period and employees selected.

Results from the Selection above will only show the hours of 6ADL entered.

Pers.No.	Date	Status	Σ Number	MU	A/A type
2114	12/14/2013		10	H	6ADL
	12/13/2013		7	H	6ADL
	12/11/2013		1	H	6ADL
	12/10/2013		3	H	6ADL
	12/09/2013		2	H	6ADL
	12/07/2013		4	H	6ADL
	12/06/2013		10	H	6ADL
	12/05/2013		3	H	6ADL
	12/04/2013		5	H	6ADL
	12/03/2013		5	H	6ADL
2114			50	H	
			50	H	